

Rheinische Friedrich-Wilhelms-Universität

Travel Expense Claim (for guests staying at the University of Bonn)

Name, First Name	
Title(s)	
Phone, e-mail	

Universität Bonn
Abteilung 3.3
Regina-Pacis-Weg 3
53113 Bonn

Personal details
home address
Name of Organisation, Department, Research Institute, etc.
Address of Organisation

**Name of Bank for
reimbursement**

Bank Sorting Code

Swift address:

IBAN:

BIC:

Account holder:

Account No.:

Specification of event
Kind of event
Invitation by

Travel details
Departure to Bonn, date: _____ from (place/country)
If by private car - number of km: Interruption of journey - to be explained
Date of return: _____ destination (place/country)

Specification of costs

railway ticket

€

airline ticket

€

taxi costs

€

additional costs (to be explained):

€

Total

€

Original receipts enclosed:

- 1.
- 2.
- 3.

The following original receipts are required for the return trip:

- 1.
- 2.
- 3.

Additional information:

Confirmation and signature

I hereby confirm that all information provided is correct and complete, the costs indicated did occur on behalf of Bonn University charged.

Please transfer the reimbursement to the account given

I have received the reimbursement already

Date, signature

Confirmation by project management

Project No. :

Title of Project :

Reference :

In connection with this journey was an activity, for which a fee or compensation was paid or will be paid; respectively a free of charge service was performed.

Date, signature